



Equal Opportunities, Diversity & Equality Policy

Statement of Commitment

The aim of this policy is to ensure that all existing and potential employees receive equal opportunities and treatment and that all are given equal help to attain their potential for the benefit of both themselves and the Company.

SIMPSON values everyone's contribution and will treat people with respect and integrity, and endeavour to ensure their ongoing development.

No employee or job application will be less favourably treated than another on the grounds of gender, gender reassignment, marital status (including civil partnership), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. **SIMPSON** fully supports the principle of equal opportunities and diversity, and will make every effort to ensure that individuals are treated accordingly.

SIMPSON are committed to treating people in a fair and equal manner, as part of everyday operations, and as part of their development, and because we value their contribution to our business activity.

SIMPSON endeavour to continuously audit, review and improve our systems and services, consult and communicate with all of our team, and when appropriate, respond to feedback or non performance.

SIMPSON endeavour to comply with all relevant legislation and requirements, through the sharing of knowledge and understanding, with responsive, fair and flexible practices that are fully understood along with respective roles and responsibilities, applied to all our activities.

Aim

SIMPSON aims to ensure that all existing and potential employees receive an equality of opportunities, treatment and support to all as detailed above, and endeavours to constantly review and improve its systems. Where appropriate, additional support services, e.g. translation, will be provided.

If necessary, we will take action to identify and eliminate any discriminatory practices, in any form or manner, which could act as a barrier to achieving these aims.

We will endeavour to employ, develop and train local people to make a sustainable, positive difference to the community on a project by project basis.

Implementation

Responsibility

SIMPSON through its directors, managers and supervisors will be responsible for promoting this policy and for its regular review and day to day implementation.

All employees have responsibility to observe this policy. In addition, managers at all levels have a responsibility for ensuring the policy is fairly and consistently applied in all areas under their control.

Conduct or actions by employees that go against the ethos or letter of the policy could constitute gross misconduct which will be liable to disciplinary action, which could in some circumstances include summary dismissal.

Whilst the following examples of such action are illustrative they are not seen as exhaustive.

- Discrimination against applicants or employees on the grounds established within the Equal Opportunities Policy.
- Attempting or inducing employees or managers to practice unlawful discrimination.
- Indulging in verbal or physical harassment of a nature which is known, or should be known, to be offensive to the victim.
- Victimisation to individuals who have made allegations or complaints of discrimination or harassment or provided information about such discrimination or harassment.

SIMPSON aims to ensure that all existing and prospective employees are treated with respect and dignity and that diversity is recognised and valued.

The Company will communicate the **SIMPSON** Equal Opportunities and Equality Policy to its suppliers and subcontractors and expect and review that their similar policies reflect or are of equal status.

In employment terms the aims of the policy statement will be considered at all times. Recruitment, selection, training, development and promotion will be based on merit and performance.

Our Managers are responsible for making sure that no employee or job applicant receives any less favourable treatment or is placed at a disadvantage by conditions that are either directly or indirectly discriminatory.

In terms of recruitment for respective job roles our systems ensure that they avoid any bias in respect of gender, gender reassignment, marital status (including civil partnership), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

The relevant interview process allows for the standard assessment of the strengths and potential weaknesses of each candidate. Unsuccessful applicant's information relating to this will be retained for a maximum period of three months and then destroyed. As regards successful applicants the interview notes would be retained in the respective personnel file.

Communication

In support of the implementation and operation of our Equal Opportunities and Equalities Policy **SIMPSON** provides information to help employees understand their position and responsibilities under the policies. In doing so **SIMPSON** will comply with all relevant legislation and codes of practice. On a regular basis **SIMPSON** develop and train employees to help them recognise equality issues and further understand their respective role and responsibilities in achieving a culture of equality.

SIMPSON will endeavour to integrate equality into all of its day to day management processes so it becomes a natural part of our operations.

Monitoring

SIMPSON will, on a regular basis, review, monitor and audit its policy principles and operation. If not on a more regular basis this will be done at least annually.

Grievance and Disciplinary procedure

Grievances or complaints on matters covered by this policy will be dealt with in accordance with the **SIMPSON** complaints and grievance procedure.

If any instances occur where it is determined that an individual has acted in a discriminatory manner, then this could lead to disciplinary action which in turn could lead to summary dismissal.

A handwritten signature in black ink, appearing to read 'RC Gatenby', with a stylized flourish at the end.

**RC GATENBY
CHAIRMAN & CHIEF EXECUTIVE**

March 2017